

TOWNSHIP OF WALL

ORDINANCE NO. 50-1990

AN ORDINANCE OF THE TOWNSHIP OF WALL AMENDING AND SUPPLEMENTING CHAPTER II, "ADMINISTRATION", OF "THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WALL, 1977", AS AMENDED AND SUPPLEMENTED, PERTAINING TO POLICIES OF THE TOWNSHIP OF WALL WITH RESPECT TO ADMINISTRATION OF THE TOWNSHIP, PERSONNEL POLICIES, BOARDS AND COMMISSIONS AND OTHER ADMINISTRATIVE MATTERS AND SUPPLEMENTING THE AMENDMENTS CONTAINED IN ORDINANCE NO. 46-1990.

BE IT ORDAINED by the Township Committee of the Township of Wall in the County of Monmouth and State of New Jersey, as follows:

Section 1. Chapter II, "Administration", of "The Revised General Ordinances of the Township of Wall, 1977", as amended and supplemented, be and the same is hereby further amended and supplemented by the following additions, deletions, and amendments as indicated:

A. Section 2-2.7, "Municipal Court", be and the same is hereby amended to add the following subparagraph thereto:

"f. Department Head. The municipal court clerk shall be considered to be the department head of the municipal court for purposes of all benefits, entitlements and regulations of this chapter, including compensatory time provisions."

B. Section 2-4.4, "Working Time and Attendance on Job", be and the same is hereby amended to delete therefrom subsection 2-4.4d.2. and to substitute therefor the following:

"2. Payment for overtime will be made only when an employee exceeds forty hours of work in any given work week, exclusive of lunch periods, leave time or holidays. The work week shall begin at 8:30 a.m. on Monday and shall terminate at 4:30 p.m. on the following Friday."

C. Section 2-4.6a., "Reporting Absences", be and the same is hereby amended and supplemented to add the following sentence at the end of this subsection after the words "department head": "All absences for any reason, are to be recorded and filed with the personnel coordinator."

D. Subsection 2-4.6d.9., be and the same is hereby deleted and the following substituted therefor:

"9. Pre-payment of vacation pay may be made to employees during the week preceding vacation, provided that a written request therefor, signed by the department head, is received by the personnel department at least three weeks prior to the date the check is to be issued."

E. Section 2-4.6f.1. pertaining to sick leave shall be and is hereby amended and supplemented to add thereto the following subparagraph:

"a. The provisions of paragraph 1 above limiting the number of days of sick leave which may be accumulated and limiting the monetary compensation therefor, shall not apply to employees hired prior to January 1, 1980. Each permanent, full-time employee hired prior to January 1, 1980 shall be entitled, at the time of separation, to receive one half days' pay, at the rate of pay in effect at the time of separation, for each day of unused, accumulated sick leave which the employee has accumulated as of November 1, 1990, up to a maximum of 250 days accumulated sick leave. Such employees shall not be entitled to accumulate sick leave after November 1, 1990."

F. Section 2-4.6, "Absences", be and the same is hereby further amended and supplemented by the addition thereto of the

following subsection:

"n. No Accrual of Benefits During Leave. During the utilization of unused leave of any kind prior to an employee's separation from service, the employee shall not accumulate any leave, vacation time or other benefits or entitlements based upon length of service."

G. Section 2., paragraph Y. of Ordinance No. 46-1990, "AN ORDINANCE OF THE TOWNSHIP OF WALL AMENDING AND SUPPLEMENTING CHAPTER II, "ADMINISTRATION", OF "THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WALL, 1977", AS AMENDED AND SUPPLEMENTED, PERTAINING TO POLICIES OF THE TOWNSHIP OF WALL WITH RESPECT TO ADMINISTRATION OF THE TOWNSHIP, PERSONNEL POLICIES, BOARDS AND COMMISSIONS AND OTHER ADMINISTRATIVE MATTERS", finally adopted by the Township Committee of the Township of Wall on November 14, 1990, be and the same is hereby repealed.

H. Section 2-4.7, "Separation of Employees", be and the same is hereby amended and supplemented to add thereto the following subparagraphs:

"f. The amount of accumulated vacation leave and longevity pay to which an employee shall be entitled upon separation from service pursuant to subsections b., c., d. and e. hereof shall be prorated to date of separation.

g. An employee who resigns shall tender his resignation in writing, at least two weeks prior to the requested effective date of the resignation, in order to provide sufficient time for appointing a successor. If at least two weeks prior notice is not given to the township, the township reserves the right to deny the payment of accumulated leave or other benefits to the employee."

I. Section 2, paragraph DD.1., of Ordinance No. 46-1990, finally adopted by the Township Committee on November 14, 1990, be and the same is hereby repealed.

J. Subsection 2-4.8, "Training, Promotions and Transfers.", be and the same is hereby amended and supplemented by the addition thereto of the following subsections:

"j. Required Certifications. In the case of an employee who is required by Federal or State regulation or mandate to attend training courses or seminars to maintain an initial certification received by the employee, and such training class or seminar takes place after normal working hours, a department head may, with the approval of the Township Administrator, be entitled to compensatory time for attendance at such training class or seminar. Other township employees required to attend such training classes or seminars, upon the approval of the township administrator, will be paid at regular pay rates for such attendance.

k. Promotion to Next Pay Grade. Employees in the department of public works and the police department will be eligible for consideration for promotion to the next grade level upon completion of one full year in their current grade. Promotions in grade shall be based upon merit after written evaluation and recommendation of the department and approved by the township committee and shall be subject to the provision of adequate funds in the annual budget to compensate such employees at the higher rate of pay."

K. Section 2-4.10, "Administrative Procedures and Records.", be and the same is hereby amended by the deletion therefrom of subparagraph 2-4.10c. and the substitution therefor of the following:

"c. Maintenance of personal history files. All personal history files are confidential

records and will be maintained in the personnel department. Department heads shall furnish all relevant information for personal history files, including accumulated leave and leave request forms, to the personnel coordinator on a weekly basis."

L. Section 2-4.12, "Insurance and other benefits.", subsection 2-4.12a., "Disability Insurance.", be and the same is hereby amended and supplemented by the addition thereto of the following subparagraph:

"1. An employee who is absent for more than five (5) days and who qualifies for temporary disability payments under the township's disability insurance policy, and who seeks to utilize accumulated leave during the period of disability, shall endorse any temporary disability checks issued to the township and shall be charged one-half day's sick leave for each day paid."

M. Section 2-4.12, "Insurance and other benefits.", subsection 2-4.12b.3., be and the same is hereby amended by the deletion of the last sentence thereof and the substitution therefor of the following:

"In the case of an employee who is separated from the township's service by reason of death after having been employed by the township for at least twenty (20) years, the township shall pay for the cost of hospitalization insurance for the employee's spouse and eligible children for a period of 18 months from date of separation. In the case of an employee who is separated from the township's service by reason of death and who has been employed by the township for less than twenty (20) years, the township shall pay for the cost of hospitalization insurance coverage for the employee's spouse and eligible children for a period of three (3) months from date of separation."

N. Section 2-4.14, "Department of Personnel Within the Department of Finance.", subsection 2-4.14c., "Responsibilities", be and the same is hereby deleted and the following substituted therefor:

"c. Responsibilities. The department of personnel shall be responsible for the preparation of the township's payroll on a bi-weekly basis, the centralized record keeping of all township personnel records and the processing of all benefit requests and the handling of all disputed benefit claims with the applicable insurance carrier."

O. Section 2-5, "Police Department.", subsection 2-5.1, "Established.", be and the same is hereby further amended by the deletion from subparagraphs 2-5.1a., 2-5.1b., 2-5.1c., 2-5.1d. and 2-5.1e. of the phrase, "a Police Department", contained in each of the foregoing subparagraphs and the substitution therefor in each of the foregoing subparagraphs of the phrase, "the Police Department".

Section 2. All Ordinances, or parts, thereof, inconsistent with the provisions of this Ordinance, be and the same are hereby repealed to the extent of such inconsistency.

Section 3. Should any section, paragraph, clause or any other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect or impair the remainder of this Ordinance.

Section 4. This Ordinance shall take effect upon its passage and publication according to law.

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading by the Township Committee of the Township of Wall on October 24, 1990 and will be further considered for final adoption at the Wall Township Municipal Building, 2700 Allaire Road, Wall, New Jersey, on Nov. 28, 1990 at 8 o'clock p.m., or as soon thereafter as the matter can be reached on the agenda, at which time and place all persons interested therein shall be given an opportunity to be heard, and during the week prior to, and up to and including, the date of such meeting, copies of said Ordinance will be made available at the Clerk's office in the Township of Wall Town Hall to the members of the general public who shall request the same.

BEATRICE M. GASSNER, CMC
Township Clerk

GILROY, CRAMER
& McLAUGHLIN

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW